



**GLENVIEW PARK DISTRICT
PARK BOARD MEETING**

Convened at Park Center
2400 Chestnut Avenue
Glenview, IL 60025

**Regular Meeting Minutes
January 30, 2020**

1. Roll Call

President Jennifer G. Roberts called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: William M. Casey, Angie Katsamakis, Joseph A. Sullivan, David S. Tosh, Jennifer G. Roberts. Commissioner Dan Peterson arrived soon after the Roll Call was taken.

Commissioners absent: David M. Dillon

Official Staff present: Executive Director/Secretary Michael D. McCarty, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Katie Skibbe, Superintendent of Leisure Services Todd Price and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff absent: Treasurer William D. Moore

2. A Moment of Silence was observed

3. Approved Meeting Minutes

- a. Accepted the December 12, 2019 Special Revenue Facilities Committee meeting minutes
- b. Approved the December 12, 2019 Truth in Taxation Public Hearing minutes
- c. Approved the December 12, 2019 Regular Board meeting minutes

Commissioner Casey moved seconded by Commissioner Sullivan to accept the December 12, 2019 Special Revenue Facilities Committee meeting minutes; approve the December 12, 2019 Truth in Taxation Public Hearing minutes, and approve the December 12, 2019 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakis, Sullivan, Tosh, Peterson, Roberts. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

President Roberts went over the procedures for the public to address the Board.

b. Treasurer

The District's financial reports were included in the board packet; therefore, a verbal report was not given and the Board had no questions related to the monthly finances.

c. Secretary/Executive Director

- i) Approved the 2020/2021 Park Board meeting dates for posting
Executive Director McCarty explained that each year the Park Board is asked to approve the Board meeting dates for the next fiscal year; the dates being presented tonight are for May 2020-April 2021.

Commissioner Casey moved seconded by Commissioner Sullivan to approve the 2020/2021 Park Board meeting dates for posting. Roll Call Vote: Ayes: Katsamakakis, Peterson, Sullivan, Tosh, Casey, Roberts. Nays: None. Motion Carried.

The Board of Park Commissioners will hold regular monthly meetings at 7:00 p.m. at Park Center, 2400 Chestnut Avenue, Room 101, Glenview, Illinois on the following dates during fiscal year 2020/2021:

2020			
May 28, 2020	June 25, 2020	July 23, 2020	August 27, 2020
September 24, 2020	October 22, 2020	November 19, 2020	December 17, 2020
2021			
January 21, 2021	February 25, 2021	March 18, 2021	April 22, 2021

- ii) Other
Deputy Executive Director Katie Skibbe announced that at the Illinois Park & Recreation Association (IPRA) annual conference that was held last week in Chicago, the Glenview Park District was awarded the Exceptional Workplace Award. The district received 44 out of 47 points in an evaluation process that looks at workplace culture. Director McCarty thanked Katie, Human Resources and all of the supervisors, managers and staff that help drive our exceptional culture.

5. Matters from the Public

None

6. Approved Accounts Payable

Commissioner Peterson moved seconded by Commissioner Tosh to approve payroll and accounts payable for the month of December, 2019 in the amount of \$3,702,488.80. Roll Call Vote: Ayes: Katsamakakis, Peterson, Sullivan, Tosh, Casey, Roberts. Nays: None. Motion Carried.

7. Approved Consent Agenda items

President Roberts asked if anyone would like to remove an item from the Consent Agenda for further discussion. There were no requests.

President Roberts asked for a motion to consider approving the following Consent Agenda items (7.a.-7.i.): (a.) Ordinance 2020-01: An Ordinance Rescinding Ordinance 2017-34 and Establishing an Updated Sexual Harassment Policy for The Glenview Park District; (b.) Revised Policy No. 9.71: Sexual Harassment and Comprehensive Workplace Harassment; (c.) Revised Policy 3.80: Disclosure Policy; (d.) Full-time Pay Ranges; (e.) Full-time Merit

Increase Budget; (f.) Revised Personnel Manual: Sections 4.13: No Harassment Policy and 8.11: Domestic, Sexual or Gender Violence Leave; (g.) 2020/2021 Capital Replacement Fund Items; (h.) Revised Policy 3.35: Investment Practices for Park District Funds, and (i.) Resolution 2020-02 Designating Purposes and Distribution of Replacement Tax Funds for the Year 2020/2021.

Commissioner Casey noted many of the Policy changes and revisions were done to comply with new and updated State of Illinois Public Acts.

Commissioner Casey moved seconded by Commissioner Sullivan to approve Consent Agenda items: 7.a. through 7.i. Roll Call Vote: Ayes: Peterson, Sullivan, Tosh, Casey, Katsamakidis, Roberts. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below.)

a. **Accepted an Administrative Operations/Marketing Committee Recommendation to approve Ordinance 2020-01: An Ordinance Rescinding Ordinance 2017-34 and Establishing an Updated Sexual Harassment Policy for The Glenview Park District in order to comply with Public Act 100-0554 and Public Act 101-0221**

In August, the State of Illinois passed the Workplace Transparency Act requiring units of government to adopt an ordinance amending its sexual harassment policy to provide a mechanism for reporting and conducting an independent review for allegations made by an elected official against another elected official. Additional changes include the broadening of unlawful discrimination to cover not just individuals who have suffered discrimination or harassment on an actual protected characteristic but also based on perceived protected characteristics.

b. **Accepted an Administrative Operations/Marketing Committee Recommendation to approve Revised Policy No. 9.71: Sexual Harassment and Comprehensive Workplace Harassment**

This policy has been revised and renamed to comply with the Workplace Transparency Act.

c. **Accepted an Administrative Operations/Marketing Committee Recommendation to approve Revised Policy 3.80: Disclosure Policy**

This policy was revised to include procedures related to reportable events with EMMA (Electronic Municipal Market Access) as required by the MSRB (Municipal Securities Rulemaking Board).

d. **Accepted an Administrative Operations/Marketing Committee Recommendation to approve Full-time Pay Ranges for 2020/2021**

The active management and maintenance of the formal salary structure in conjunction with the annual merit process is a critical exercise to remain competitive and continue to be able to attract and retain quality employees.

e. **Accepted an Administrative Operations/Marketing Committee Recommendation to approve the Full-time Merit Increase Budget of \$204,454**

Each year, the Board designates a dollar amount to be used to allocate toward merit salary increases for all full-time staff in conjunction with an annual performance evaluation. Comparable Park agencies were surveyed and survey data from reliable

sources such as SHRM (Society for Human Resource Management), World at Work and The Conference Board were reviewed to determine salary trends in the general marketplace. Both sources of data indicated a 3% merit increase pool was appropriate which equates to \$204,454 that will be allocated to individual employees based on merit.

f. **Accepted an Administrative Operations/Marketing Committee Recommendation to approve the Revised Personnel Manual: Sections 4.13: No Harassment Policy and 8.11: Domestic, Sexual or Gender Violence Leave**

The Personnel Manual was revised to comply with the Workplace Transparency Act and changes in the Victim's Economic Security and Safety Act (VESSA).

g. **Accepted a Finance Committee Recommendation to approve the 2020/2021 Capital Replacement Fund Items**

Each year staff reviews the items in the capital replacement program to validate and update the useful life and cost. If there is reason to believe that the item may need to be replaced during the year, it is included on the list. Prior to making the actual purchase, staff will once again evaluate whether the purchase is necessary in the current year and if so, will follow established purchasing and approval procedures.

h. **Accepted a Finance Committee Recommendation to approve Revised Policy 3.35: Investment Practices for Park District Funds**

This policy has been revised to comply with the Illinois Sustainable Investing Act. Additionally, changes were made to allow the District to purchase bonds issued by the Glenview Park District and the maximum maturity date for investments was changed from 18 months to 36 months.

i. **Approved Resolution 2020-02 Designating Purposes and Distribution of Replacement Tax Funds for the Year 2020/2021**

This is a housekeeping item.

8. **Committees Reports and Recommendations**

a. **Administrative Operations/Marketing**

i) **Update: Glenview Community Ice Center Naming Options**

Deputy Executive Director Katie Skibbe reported that the committee discussed possible naming options for the Glenview Community Ice Center after working with The Superlative Group, Inc. over the last several months to complete a draft valuation for naming rights. Superlative is an industry leader in the valuation and sale of naming rights and sponsorship for public and private sector clients, with extensive experience in venue valuation and naming for Park District sports complexes. Over the past 15 years, Superlative has worked with more than 100 municipal entities and reports that their municipal clients have doubled within the past five years, showing fast growth in this area of naming rights. They've completed valuations and sold sponsorships for multiple municipalities throughout the state of Illinois cultivating and procuring naming agreements for the Chicago Park District, City of Chicago, Cook County, Rockford, Fox Valley and Oswegoland Park Districts. The committee provided staff with input related to the concept of offering naming rights opportunities for the Glenview Community Ice Center. The valuation report is scheduled to be completed and presented at the February Administrative/Operations and Marketing Committee meeting for further consideration.

Committee Chair Joe Sullivan remarked on what a good job staff did finding a good partner in The Superlative Group; a company with expertise in the field of securing naming rights. He clarified that the Committee has not determined at this time if the naming rights concept is a process they want to pursue, but feels this is a good start and needs more discussion. He would like to see examples of what other Park Districts have secured through the assistance of The Superlative Group.

- ii) Committee Update
No Report

b. Finance

- i) Update: Grove Project Funding
Finance Committee Chair Dan Peterson reported that Staff provided the Committee with an update on the costs associated with the additional stormwater detention required by the Metropolitan Water Reclamation District (MWRD) for The Grove entrance project. Chair Peterson noted that these costs along with the cost for the new 16-foot fish tank funded by the State Capitol Bill will be allocated to the Capital Development Fund.
- ii) Committee Update
No Report

c. Recreation and Swimming Pools

- i) Approved Midwest Mechanical Group for Roosevelt Pool Mechanical System Replacement of Three Pool Heaters
Superintendent of Leisure Services Todd Price explained that the Board reviewed the district's capital replacement list at a Finance Committee about a year ago. The list included replacement of the mechanical systems at Roosevelt pool. Staff had anticipated working on pricing of this replacement at the end of the pool season. However, at the end of August, the pool heaters failed. The useful life of the heaters was 10 years, and they actually ended up lasting closer to 15 years. Todd credited the remarkable maintenance and care of the equipment by Park & Facility Services staff for extending its useful life. Staff is still looking at replacing the other components of the mechanical system, i.e., variable frequency drivers (VFD) and pumps by looking at competitive pricing, but at this time, just the heaters are being asked to be considered for replacement. Through the National Cooperative Purchasing, we received a quote from Midwest Mechanical Group for the replacement of three lock and bar heaters, same capacity as what is currently installed. These heater systems have become more efficient over the years and use less fuel which should help to extend their useful life. Jaylen Thompson from Midwest Mechanical was present to answer any questions from the Board. These heaters will be installed prior to the anticipated spring opening of the pool.

Commissioner Bill Casey asked how much more efficient have the heaters gotten? Jaylen explained that the heaters' automatic bypass valves provide a cleaner process and are more efficient, using less gas and electricity, which allows for less wear and tear. They would extend the life of units an additional 2-3 years from their established useful life of ten years. Commissioner Peterson asked about the lead time to acquire the heaters. Jaylen noted it is 4-5 weeks; would have them by mid-March and would

be installed within a week or two. This would be in plenty of time before the beginning of the season. President Roberts asked about the size of the new heaters compared to the existing heaters. Jaylen explained the heaters are the same size so there is no need for additional work prior to installation. Commissioner Sullivan noted previously the entire replacement of the mechanical system was estimated at around \$140,000. With the heaters coming in at \$104,333, does staff expect to replace the rest of the mechanicals and stay within the budgeted amount of \$140,000? Superintendent Price explained that staff is seeking out competitive bids for the remainder of the items to stay within budget; however, with metal costs going up, the trade wars and other economic indicators, this project is proving to be more challenging than first expected. Director McCarty explained that staff is hoping to package this project at Roosevelt Pool with work that will be done at Flick Pool. Combining the two projects along with possibly doing the work during the off season should provide a better competitive price.

Commissioner Katsamakakis moved seconded by Commissioner Peterson to approve the bid from Midwest Mechanical Group, Lombard, Illinois in an amount not to exceed \$104,333.00 for the replacement of three pool heaters at Roosevelt Pool, subject to final review by Board President, Executive Director and Attorney. Roll Call Vote: Ayes: Sullivan, Tosh, Casey, Katsamakakis, Peterson, Roberts. Nays: None. Motion Carried.

- ii) Committee Update
No Report

d. Special Revenue Facilities

- i) Approved the Glenview Stars Hockey Association, Inc. Donation Agreement
Superintendent of Special Facilities Lori Lovell reported that two items that will be discussed tonight are related to the purchase of a Zamboni for the renovated Ice Center. The Zamboni being considered is the same make and model that the district purchased in 2019.

Lori noted staff has been negotiating an agreement with The Glenview Stars for a donation to cover the purchase of a Zamboni. The draft agreement includes the Park District using its funds to purchase the Zamboni with The Glenview Stars reimbursing the district for the cost over a four-year period. The initial donation would be \$27,653 on April 2020 with three equal payments of \$25,000 to be paid in April of 2021, 2022 and 2023. The total amount of the donation would be \$102,653.40.

Lori indicated that tonight the Board is being asked to consider approving the concept of this draft agreement. The final agreement will be subject to final review and approval by the Park District's Executive Director and Attorney.

For their donation, The Stars are asking to have their logos displayed on this Zamboni only, which would enable them to promote their programs especially since the Glenview Community Ice Center would be their home ice. Director McCarty emphasized that scheduling of, or cost for, ice time are not part of this donation agreement. He also acknowledged that the cost for a Zamboni was included in the

overall Ice Center project budget so this donation is in addition to the project's bottom line. Staff will recommend where these additional funds should eventually be allocated to. Lori also noted the lead time for a Zamboni is around six months. The one the district purchased in 2019 is being held on the company's site until the Ice Center Renovation is completed.

Commissioner Peterson pointed out that the draft agreement did not include The Stars being given the option to have their logos displayed on the Zamboni. Director McCarty explained that this is something that is currently being discussed and any major changes or additions to the agreement would be brought back to the Board for consideration.

Commissioner Peterson moved seconded by Commissioner Tosh to approve an agreement between the Glenview Stars and the Glenview Park District for a donation of funds for the District to purchase a Zamboni Model 546; subject to final review and approval by the Park District's Executive Director and Attorney. Roll Call Vote: Ayes: Tosh, Casey, Katsamakakis, Peterson, Sullivan, Roberts. Nays: None. Motion Carried.

ii) Approved the Purchase of a Zamboni Model 546

Commissioner Sullivan moved seconded by Commissioner Peterson to approve the purchase of one Zamboni 546 ice resurfacing machine, from Frank J. Zamboni of Paramount, California in the amount of \$102,653.40. Roll Call Vote: Ayes: Casey, Katsamakakis, Peterson, Sullivan, Tosh, Roberts. Nays: None. Motion Carried.

Superintendent Lovell also noted that the Committee took a tour of the Ice Center construction site this morning. She brought a sample of one of the five silhouettes that will be placed on the north side of the building. These silhouettes will allow outside light into the building but will not allow heat to enter.

iii) Committee Update
No Report

9. Matters from Commissioners

Commissioner Dan Peterson commented on the Annual IAPD/IPRA conference that he along with other Commissioners and staff attended last week. He was happy with the recognition the District received by being awarded the Exceptional Workplace Award as well as the recognition given to Senator Laura Fine as she was awarded Legislator of the Year. He also enjoyed attending the informative sessions and hearing new ideas from other Park Districts.

Commissioner Joe Sullivan remarked about the two site visits some of the Commissioners took this morning; one of the Ice Center and the other of the Grove Interpretive Center. He was struck by the renovations at the Interpretive Center and how great everything looked. He also was happy with the progress being done at the Ice Center. He thanked staff and all involved in this project for all they are doing to keep things on track.

Commissioner Bill Casey noted he also attended the IAPD/IPRA Conference and enjoyed the sessions he attended. He noted 4200 people attended the conference which had over 200

sessions. He believes it is the largest state conference in the country. Commissioner Angie Katsamakidis remarked how busy it has been at the Fitness Center and she is happy to see all of the activity there.

Commissioner Dave Tosh noted how impressed he was with what has been completed at the Ice Center project and the long hours being put in by the workers. Commissioner Tosh also mentioned a recent article in the local paper that talks about the Park District switching to green energy and relying on energy from wind sources. He is very proud and excited about this environmental initiative and thanked staff for a job well done.

President Jen Roberts commented on the Grove site visit today. She is amazed by all the renovations and thanked The Glenview Park Foundation for the Sloth exhibit and the staff for all their hard work. She is excited for the re-grand opening events on February 21 and 22.

10. Correspondence

None

11. Adjourned to Executive Session—Pursuant to 5 ILCS 120/2 et seq.

No Executive Session was held.

12. Approved items that were discussed in Executive Session

None

13. Adjourned

Commissioner Peterson moved seconded by Commissioner Casey to adjourn the Open Session at 7:40 p.m. On Voice Vote, all voted Aye. Motion Carried.

ATTEST:

Jennifer G. Roberts, President

Michael D. McCarty, Secretary

Approved this 27th day of February, 2020